

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
San Antonio Mental Health Center**

**VACANCY ANNOUNCEMENT**

(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

**Senior Typist Clerk**



San Antonio is looking for a conscientious STC to join the support staff team. We are seeking for a highly-motivated, organized and competent individual to fill the full-time position of Senior Typist Clerk.

San Antonio Mental Health Center, located in Huntington Park (SPA 7) is a small clinic that provides therapeutic services to children and CalWORKs participants.

The STC will be supervising 4 clerical staff and assisting DMH staff with program support such as data entry, filing, reception coverage, etc.

Desirable qualities include:

- Supervising experience
- Knowledge of the Department's Policies
- Highly organized and professional
- Ability to work collaboratively with various team members and disciplines
- Proficient at using various computer programs including Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- Good Customer Service Skills
- Multitasking Skills
- Flexible

For more information, please contact:

Santty Rosales or Phyllis Noriega, LCSW

323-584-3721

323-584-3720

[Pnoriega@dmh.lacounty.gov](mailto:Pnoriega@dmh.lacounty.gov) OR [Srosales@dmh.lacounty.gov](mailto:Srosales@dmh.lacounty.gov)

If you are interested and currently in the STC item, please fax to (323) 277-4674, (attention to: Santty) your resume, last 2 performance evaluations, and last 2 years Master Timecard Reports. Please respond no later than June 30<sup>th</sup>, 2011.